Branch & IT Services Administrative Support

Position Summary: Responsible for performing administrative, clerical and customer service functions to support operations in the Branch & IT Services Department under the direct supervision of the Head of Branch & IT Services. Serves as administrative assistant to the Head of BIT and provides support services for IT and library branches.

Duties and Responsibilities

1. Provides primary administrative and information management support to the head of the department to include special projects as assigned.
2. Provides support to Lead Librarians and branches as needed.
3. Coordinates "banned patron" letters, maintains security records and ensures staff and security notifications.
4. Assists in the collection and organization of data for projections, grant applications, and preparation of departmental budget.
5. Processes check requests, purchase orders and billing for department.
6. Maintains department records and filing.
7. Assists patrons at public service desk as needed: collects fines, registers patrons; facilitates access to materials; answers basic informational questions related to first floor collections; serves as first line of patron support in responding to complaints and inquiries; ensures thorough documentation of patron interactions in Workflows.
8. Prepares minutes for department and committee meetings as assigned.
9. Orders and maintains office supplies and materials for department.
10. Manages BITS myKPL page.
11. Participates in departmental meetings, library-wide committees, and training opportunities.
12. Performs other duties as assigned.

Professional Competencies:

Job Specific Knowledge and Skill: Acquires and applies knowledge, skills and experience to accomplish results.
- Demonstrates a basic understanding of library processes and procedures.
- Demonstrates knowledge and correct usage of Workflows and Financial Edge.
- Keeps informed of trends in library practices and services.
- Demonstrates strong administrative and organizational skills.
- Demonstrates a basic understanding of library budgeting.

Minimum Qualifications

1. Experience in administrative support work.
2. Fundamental knowledge of library practices and procedures.
3. Strong public service orientation.
4. Demonstrated proficiency in Microsoft Word, Outlook, Excel and Access programs with general knowledge of electronic file management.
5. Demonstrated strong administrative and organizational skills.

Salary $ 34,674 annually (Entry level on the KPLSP salary schedule). Comprehensive benefits package includes health insurance with employee contribution; fully paid dental, vision, LTD and life insurance; fully paid retirement; vacation, sick leave, and holidays.

Application with cover letter and resume are required for consideration. Please see our website www.kpl.gov/jobs/ to apply.

Deadline for applications is Wednesday, July 6, 2016.